

6/29/48

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Chief, Foreign Broadcast Information Branch

28 June 1948

Deputy Assistant Director for Operations

Monthly Progress Reports

1. Reference attached memorandum from Executive Director, same subject, dated 16 June 1948, formal monthly progress reports will no longer be submitted to the Director by Assistant Directors and Staff Chiefs.
2. Memorandum of 2 June 1947 from the Executive Director, same subject, is rescinded in addition to the memoranda cited in Para. 1 of the attached. Supplementary and procedural memoranda of 3 June 1947, 28 July 1947 and 7 November 1947, from the Assistant Director for Operations to your branch are hereby superseded. Provisions governing the submission of appropriate data to the Executive for Administration and Management and to this office are outlined in the following paragraphs and will be effective immediately.
3. Relevant sections and tables of the Operational Analysis Handbook will be reviewed with the purpose of incorporating into them any essential data which was formerly contained in the monthly progress report. After preliminary discussion with representatives of Management Branch has determined the form in which additional data should be presented, new graphs, charts, or tabular sections for the Handbook will be submitted to this office for approval before publication.
4. Material for the Operational Analysis Handbook will be divided into two categories:
 - a. Statistical data, to be submitted to Management Branch as heretofore, at the earliest possible date after the close of the calendar month and in no case later than five working days thereafter.
 - b. Brief narrative data on the accomplishments of the branch during the month, to include current problems, implementation of recently proposed plans, changes in organization or methods of operation, proposals for improvement of existing conditions, plans for the future, etc. Written material to be submitted to this office no later than the end of the second working day after the close of the calendar month.
5. Personnel data, formerly submitted with the monthly progress report (reference OO Memo of 23 July 1947) will be transmitted in a separate memo at any convenient date after the end of the reporting period. For the present, the following items only will be reported:
 - (a) Total number of departmental personnel as of last day of month.

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- (b) Total number of field personnel as of last day of month.
 - (c) Total number of employees on provisional assignment.
 - (d) Names and entrance-on-duty dates of new employees entering on duty during the month.
 - (e) Names and resignation dates of those resigning or transferring within the month (if transferring, give name of organization to which employee is transferring).
 - (f) Personnel recommendations, if any, requiring OO action.
6. The Assistant Director's copy of the Operational Analysis Handbook, containing sections on OO, OCD, and ORE, will be circulated by this office for your information, in lieu of the circulation previously given to the progress reports of other CIA Offices. This copy will not be circulated below the level of branch chief.

Incl.
Memo 16 June 48

Colonel, USAF

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